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JUN 15 1953

MEMORANDUM FOR: Chief of Administration, DD/P  
FROM: Acting Chief of Logistics  
SUBJECT: "Logistical and Operational Planning Manual," Draft of

1. Past efforts by the Logistics Office and the Logistics Section of the PM Staff to review and analyze support plans prepared by various operating divisions have been handicapped by the absence of common logistical reference data. Several of the operating divisions have established logistics support standards for internal planning use. However, these standards have little correlation with each other, and many of the factors presented are unrealistic when used for the conversion of projects into logistics support requirements. The intelligent review of logistics plans prepared on such widely divergent standards is extremely difficult and inefficient.
2. In an attempt to alleviate this difficulty, the Coordination and Requirements Staff, Logistics Office, has undertaken the preparation of a draft manual intended, when completed, to set forth fundamental standard planning factors essential in the preparation of sound, feasible logistics plans.
3. While parts of the draft manual have been essentially completed using data presently available from military and other sources, the basic organizational and operational concepts on which logistics plans are based must be provided by the coordinated action of the operational staffs under the Deputy Director (Plans). The initial step in this direction has been taken by the PM Staff with their development of tentative T/O & E's for use in planning materiel support of guerrilla warfare operations in the European theater, and the draft manual has been built around these T/O & E's.
4. Revision of these initial T/O & E's and the addition of T/O & A's for other areas, climates and types of operations will assist in increasing the scope and usefulness of the manual. Specific sections of the draft manual require editing and amplification by the PM Staff. It is also desired to have the draft manual reviewed and commented upon by the area divisions, the PI Staff and the PP Staff.
5. Your cooperation in assisting the Logistics Office to secure the necessary additional material from the operational staffs will enable rapid completion of an end product indispensable in the orderly provision of adequate logistical support of planned operations. Memoranda to the above mentioned staffs are enclosed for your signature. Physical distribution of the manuals will be made to the staffs by the Coordination and Requirements Staff, Logistics Office, upon notification of dispatch of the attached memoranda, due to the weight and bulk involved.

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6. In view of the interest shown and the evident need for an early publication of the proposed manual, the target date for the revision of the draft manual has been set at 30 July 1953, and it is requested that the information needed be forwarded no later than that date.

SIGNED

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Attachments:

- 1 - Draft, "Logistical and Operational Planning Manual"
- 2 - Memo for PM Staff
- 3 - Memo for FI Staff
- 4 - Memo for PP Staff
- 5 - Ditto Memo for Area Divisions

LO/CR/CP/GRA:pw (8 June 1953)

Distribution:

- 1 - DD/A
- 1 - LO *w/o attachments*
- 1 - Official File (C&R)

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